SOUTH CAROLINA
STATE-SPECIFIC DIRECTIONS

ACCESS 2.0 Administration Dates (2016-2017)

Description	Start Date	End Date
Testing Window	Mon 2/6/17	Fri 3/24/17
Additional Test Material Ordering Window in WIDA AMS	Mon 1/23/17	Fri 3/17/17
Deadline for Shipping Completed Test Materials to DRC	Fri 3/31/17	Fri 3/31/17

CONTACT INFORMATION:

STATE EDUCATION AGENCY	WIDA Client Services	DRC Customer Support
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Materials Management

Depending on state, district, and school policy, not all Test Administrators will be responsible for initially labeling and/or bubbling test booklets. **However, it is the responsibility of all Test Administrators and Test Coordinators to ensure that correct and complete information is either labeled or bubbled in each student test booklet**. Please refer to your state's ACCESS for ELLs 2.0 Checklist for more information on who is responsible for each task related to materials management in your state.

To ensure all test booklets have the detailed and necessary information needed to score, all Test Administrators must adhere to the following:

- **Prior to administration**
    - Review labels and/or bubbled information to ensure all student information is accurate.
    - Complete labeling or bubbling if needed.
- **During administration**
    - Distribute the test booklets, as applicable, to the correct students.
    - Verify that students have been given their assigned test booklet.
- **Immediately following administration**
    - Collect all material from all students.
    - Review student test booklets once more for any errors or discrepancies in student information.
    - Confirm all necessary fields are completed and all necessary labels are correctly adhered to student test booklets.
    - Ensure all test booklets are in proper condition to be returned, with no loose or damaged pages.
    - Return test materials to a Test Coordinator, or store the test booklets in a secure area until they can be handed over to a Test Coordinator.

Failure to address incorrect, missing, or incomplete test booklet information and labels *may result in late reporting or no student score*. In addition, the WIDA Consortium's national research agenda relies on complete and accurate student demographic data to inform the field and benefit English language learners.

Test Materials

Depending on the type of ACCESS for ELLs assessment you are administering, you may need different types of testing materials, such as student test booklets or test tickets. Please refer to your specific assessment within Part Two of the District School Manual for a full list of the materials you can expect to receive from the Test Coordinator prior to test administration.

Additional Test Materials

Use the Additional Materials option in WIDA AMS to order materials for paper tests after your initial material order is received. Your state's Additional Materials Ordering is noted above or can be found on your state's page on the WIDA website.

Ordering Additional Materials

To order additional materials, select **Additional Materials** from the Materials menu. To place a new order, select an Administration, District, and School, and click **Add Order**.

N**ote:** You must select a school because materials are assigned to specific schools for test security.

In the order tables, **enter material counts** for the additional materials the school requires. When you are finished, click **Submit**. If necessary, repeat steps 1 and 2 to order additional materials for other schools.

Editing or Deleting an Order

To edit or delete an existing order, select an Administration and click **Find Orders**. In the Action column, click the **View/Edit** icon ( ) to display an order or the **Delete** icon ( ) to delete an order. You can only update orders that have a status of Submitted. If the order status is Under Review, Pending, or Completed, you must place a new order.

> **Note: If you need to update an order after it has a status of Under Review, Pending, or Completed, please contact DRC Customer Support at WIDA@datarecognitioncorp.com or 1-855-787-9615.**

Test Booklet Labels

Three types of labels may be affixed onto a student test booklet: Pre-ID, District/School, or Do Not Process.

Any test booklet that contains student response information must have either a Pre-ID Label or a District/School Label with bubbled student information. Failure to adhere a label with student information will result in test booklets being processed as unused and no score will be assigned.

Pre-ID Labels (White)

Pre-ID Labels contain the name, grade, and other pertinent information about individual students, as well as district and school information. The barcode on the label indicates that the test booklet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to complete the demographic pages on the front and back cover of the test booklet. Please note that booklets with a Pre-ID Label must still have the date of testing bubbled in on the front cover.
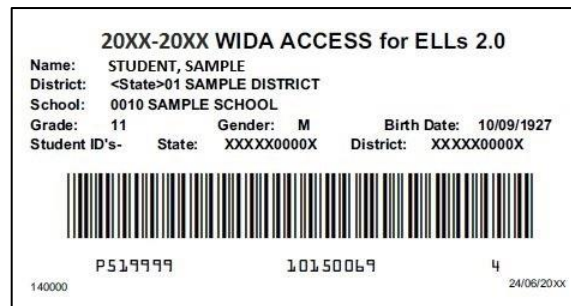

Figure 1: Sample Pre-ID Label

District/School (Yellow)

District/School Labels only contain the district- and school-specific information. If a student who needs to test does not receive a Pre-ID Label, a District/School Label must be affixed and the demographic pages on the front and back cover of the test booklet must be completed, following the directions in the next section, Completing the Demographic Information. The label contains a barcode that indicates the test booklet should be processed and scored for the student whose information is bubbled on the demographics page.
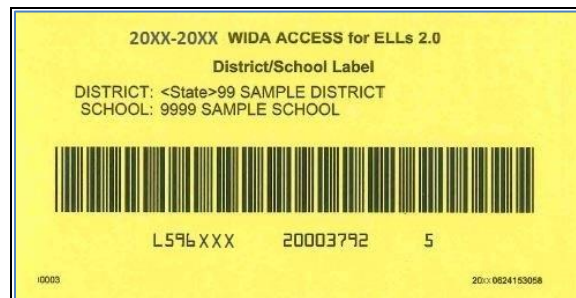

Figure 2: Sample District/School Label

Do Not Process (White with Orange Stripe)

The Do Not Process Label contains a barcode that indicates the test booklet should not be processed. Do Not Process Labels are supplied for use on test booklets that are damaged or should not be processed. Test booklets that have a Do Not Process Label will be processed as blank even if there are student responses inside.

DRC has preprinted a "Blank" barcode on the front of every test booklet. A "blank" barcode indicates that the test booklet has not been used and should not be processed. **There is no need to place a Do Not Process label on test booklets that haven't been used.**
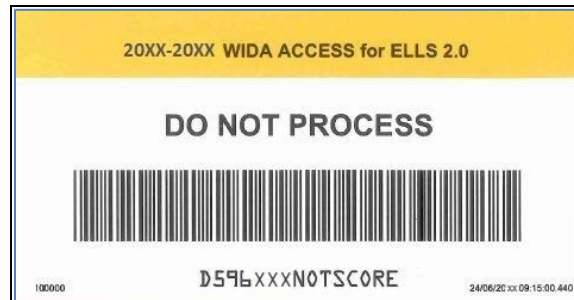

Figure 3: Sample Do Not Process Label

Label Placement

Figure 4: Sample Front Cover: Label Placement

Please follow these steps:

- If using a Pre-ID Label, apply label to box marked **(A)** and begin testing.

- If no Pre-ID Label, Apply District/School Label to the box marked **(A)** and bubble in entire student name, complete back cover, and begin testing.

- If a USED test booklet should not be processed, apply a Do Not Process Label to box marked **(A)** and return to DRC.

- DO NOT apply any labels to areas marked **(B)** or **(C)**.

Materials Return

Please Return Your Test Materials as Soon as Possible to DRC for Processing.

Preparing Test Materials for Return

Please review the information listed here as you prepare to return test booklets to the Test Coordinator and DRC.

Remove any staples, paper clips, or sticky notes from test booklets unless otherwise indicated by customer service at DRC.

- You may be required to securely destroy or return with materials any student work written on scratch paper (e.g., notes for Plan Your Writing). Please consult your state policy for specific guidance.

- Ensure **all** test booklets that contain student responses have the label in the box located in the upper right-hand corner on the front of the test booklet.
    - ✓ Follow the guidelines in the Materials Management section of this manual.
    - If a test booklet does not have a label with a barcode, **the student will not receive a score**.

- Ensure **all** test booklets with a yellow District/School Label have complete demographic pages on the front and back cover of the test booklet.
    - ✓ Use a number 2 pencil.
    - ✓ Make sure the student name on the front of the test booklet has been bubbled correctly.
    - ✓ Make sure the date of testing has been filled in.
    - ✓ Make sure the information on the back of the test booklet has been bubbled correctly.
    - ✓ Make sure the correct grade has been bubbled.
        - o If the student is in kindergarten, fill in 00; first grade, 01, etc.

- ✓ Ensure damaged test booklets are transcribed. Test booklets with **significant tearing** or **water damage** cannot be scanned by DRC, but must be returned. Follow these procedures for damaged test booklets.
    1. Transcribe the student's responses into a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
    2. Apply a yellow District/School label to the new test booklet.
    3. Complete student demographic information on the new test booklet.
    4. Place an orange Do Not Process label on the damaged test booklet.
    5. Return the damaged test booklet to the Test Coordinator.

- Ensure test booklets **soiled by bodily fluids** (e.g., blood, vomit) are transcribed; however, these should **not** be returned to DRC. Follow these procedures for soiled test booklets.
    1. Transcribe student responses to a new test booklet. (See the Accessibility and Accommodations Supplement for guidelines on transcription.)
    2. Apply a yellow District/School label to the new test booklet.
    3. Complete student demographic information on the new test booklet.
    4. Document the security barcode of the soiled test booklet in the Materials Accountability Form in WIDA AMS.
    5. Securely destroy the soiled test booklets.

State Specific Guidelines:

Test Security

S C Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

1. It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:

   (a) Give examinees access to test questions prior to testing;

   (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;

   (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;

   (d) Make answer keys available to examinees;

   (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;

   (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

   Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

2. The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the South Carolina Department of Education.

   The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

3. Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the South Carolina Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

State Board Regulations

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 2 S.C. Code Ann. Regs. 43-100 (2011), are reprinted below.

I. Tests administered by or through the State Board of Education shall include but are not limited to:

   A. The statewide tests, as defined in the State Board of Education Regulation 43-262, including field tests and pilot tests;

   B. Examinations for admission to teacher education programs and teacher certification examinations;

   C. Examinations for admission to programs such as the gifted and talented program;

   D. The High School Equivalency Program test (GED).

II. As used in this regulation, "local school board" means the governing board of a public school district as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.

III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location(s) in the district under lock and key. This also applies to district- owned materials that are the same as those used in any State-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities.

IV. Each District Superintendent must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the South Carolina Department of Education (SDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.

V. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SDE.

VI. A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction;

   B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.

VII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the High School Equivalency Program test (GED) forfeits all opportunities to retake the test(s).

VIII. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. § 59-1-445 (2004). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph

forfeits all opportunities to retake the test(s).

IX. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.

A. Failing to administer tests on the test dates specified by the SDE.

B. Failing to maintain an appropriate testing environment, free from undue distractions.

C. Failing to proctor the test to ensure that examinees are engaged in appropriate test taking activities.

D. Providing examinees with access to test questions or specific test content prior to testing.

E. Providing examinees with access to answer keys prior to or during testing.

F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content.

G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secured test.

H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.

I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.

J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.

K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.

L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.

M. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.

N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.

O. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 Plans. This includes providing more accommodations (customization, modifications) than appropriate.

P. Excluding examinees or exempting from assessment students who should be assessed.

Q.   Failing to return test materials for all examinees.

R.   Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.

S.   Revealing test scores or test performance to anyone not involved in the education of the examinee.

T.   Altering test scores in electronic records or files.

U.   Failing to report a security breach.

X   The State Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.

XI. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division [SLED].

XII. If a security breach occurs in a district rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district by the State Department of Education at the discretion of the State Board of Education.

XIII. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credential of an educator may be suspended or revoked based on evidence of violation of test security provisions.

Test Security Forms and Reporting of Violations

Test Security Forms and procedures for reporting violations can be found at http://ed.sc.gov/tests/assessment-information/test-security/ .

Student Participation

All students in grades K–12 who are determined to be limited English proficient (LEP) must be tested. This includes those students whose parents have waived direct ESOL services.

Special Groups of Students

Students with Disabilities—Students with disabilities must participate in ACCESS for ELLs testing or in the Alternate ACCESS for ELLs in accordance with their Individualized Education Program (IEP) or 504 Accommodations Plan.

Suspended Students—Students (with or without disabilities) who are suspended must be tested. The district or school may consider delaying the suspension dates, bringing the student(s) into the school during the suspension period for testing purposes only, or testing the student(s) in an alternate location.

Home School Students—Home school students are defined as those students whose parents or guardians teach their children at home. Students whose home school program is registered through the district must be tested according to S.C. Code Ann. § 59-65-40 (A)(6)(2004).

The tests must be administered by a certified school district employee either with public school students or by special arrangement at the student's place of instruction, at the parent's option. The parent is responsible for paying the TA if the test is administered at the student's home.

It is recommended, but not required, that a monitor accompany the TA if the parent chooses to have the student tested at home. Parents or other relatives may not be present in the room with the student during testing.

Homebound Students—Homebound students (with or without disabilities) must be tested. These students receive instruction at home or in the hospital because they cannot attend school due to illness, accident, or pregnancy, even with the aid of transportation [2 S.C. Code Ann. Regs. 43-241 (2011)]. The district must administer the required tests to a student who is homebound, except in individual cases where it is documented that the student is not physically and/or mentally able to take the test. It is a district's decision to choose whether or not to have a monitor present when testing homebound students.

Homebased Students—Students who receive homebased instruction must be tested. Homebased students normally receive instruction at a place other than school because the student's IEP team has determined this placement to be the appropriate, least restrictive environment for the administration of the student's educational program. The district must send a TA to the place of instruction.

Non-Public School Students—Non-public school students do not participate in ACCESS testing. These include:

Expelled Students—Expelled students are no longer enrolled in public school and do not participate in state testing unless the expelled student has an IEP. When a student with an IEP has been expelled, a new IEP must be written that outlines services to be provided during the expulsion period and the manner in which the student will be tested.

Non-District Affiliated Home School Students—Home school students who are registered through one of the professional home school organizations are home schooled outside the district's authority, are not enrolled in public school, and are not tested with ACCESS. These students are considered private school students.

Private School Students—Students who attend private school are not enrolled in public school and are not tested with ACCESS.

Note: There are occasionally extraordinary circumstances that may prevent a student from participating in planned/scheduled testing (e.g., a homebound student who on the basis of a medical record from a physician is physically and/or mentally unable to participate in assessment during the testing window).

Residential Treatment Facilities

State Placement of Students

A state proviso requires that the school district in which a Residential Treatment Facility (RTF) is located provide the necessary education programs and services for RTF students, both with and without disabilities, who were referred or placed in the RTF by the state. This requirement includes the administration of statewide tests.

With respect to students enrolled in the facility school districts, for accountability purposes, the assessment and accountability measures for students residing in RTFs shall be attributed to a specific school only if the child physically attends the school. The performance of students residing in a RTF who receive their educational program on site at the RTF must be reflected on a separate line on the facility school district's report card and must not be included in the overall performance ratings of the facility school district. A facility school district shall not have the district's state accreditation rating negatively impacted by deficiencies related to the delivery of an educational program at a RTF.

School District Placement of Students

Any time a school district places a student in a group home or RTF, the district that facilitated the student's placement remains responsible for ensuring that the student participates in the statewide assessments. The

statewide assessments may be administered by the placing school district or through an arrangement with the district in which the RTF resides, but in either case, answer documents are returned to the placing school district and the scores are reported for accountability in the student's home district.

Procedures for Assessing RTF Students

The district is accountable for providing any required test administrations. Districts must ensure that certified professionals administer the tests and that these individuals are properly trained for the specific test administration. Testing must be conducted during the published schedule for the specific test or DTCs must provide a written request for an alternative schedule. There are three acceptable alternatives for ensuring that students in RTFs are appropriately assessed. Districts may:

1. send a trained administrator to the student's location to administer the required tests;

2. train an individual who is part of the student's instructional program to administer the tests; or

3. provide transportation for the student to and from a school for test administration.

Districts are responsible for obtaining all required test materials for the student to be tested, and for the packaging, distribution, and receipt of all test materials in a safe and secure manner. If the ACCESS for ELLs is administered at the RTF facility, the test materials may be delivered, in person, to the person who will be administering the test, or test materials may be mailed by FedEx as long as a signed receipt is obtained.

Accommodations

South Carolina is following the ACCESS for ELLs® 2.0 Accessibility and Accommodations Guidelines. Only accommodations that (a) do not result in changes in what the test measures, (b) provide comparable test results to those students who do not receive accommodations, and (c) do not affect the validity and reliability of the interpretation of the scores for their intended purposes may be used.

Accommodations for Alternate ACCESS for ELLs can be found in the TAM for Alternate ACCESS for ELLs.

Alternate ACCESS for ELLS

The Alternate ACCESS for ELLs is subject to the provisions of the state security legislation. Test Administrators (TAs), monitors, or anyone having access to the assessment must sign an *Agreement to Maintain Test Security and Confidentiality.* It is necessary for TAs and others to only sign one agreement to access any alternate assessment. DTCs-Alt should maintain the signed agreements in the district for three years.

The Alternate ACCESS for ELLs is administered and scored by the TA. Documentation of administration fidelity is extremely important. A monitor is required to observe both assessments. The monitor, TA and building principal or designee will verify that all procedures were followed on the *Test Administration Security Affidavit.* A second rater is not required.

The Alternate ACCESS for ELLs *Test Administrator Security Affidavit* is located on the South Carolina Department of Education website. The Test Administrator must print the *Test Administration Security Affidavit*. All *Test Administration Security Affidavits* must be shipped to Data Recognition Corporation with the returned ACCESS for ELL materials.

Resources:

WIDA's Website contains links to many useful resources. WIDA supports local trainers (facilitators, coordinators, or test administrators) by offering free use of its training materials related to ELP Standards,

ACCESS for ELLs®, and the W-APT. However, Test Coordinators and Test Administrators must login to the WIDA Website in order to access many of the documents and the personal training accounts.

The link to the WIDA's ACCESS Webpage is https://www.wida.us/assessment/ACCESS20.aspx.

The link to WIDA's Alternate ACCESS Webpage is http://www.wida.us/assessment/alternateaccess.aspx.

The link to the South Carolina WIDA homepage is http://www.wida.us/membership/states/SouthCarolina.aspx.

The link to the ACCESS Webpage on the South Carolina Department of Education Website is http://ed.sc.gov/tests/elementary/access-for-ells/.